

Chief, Management Staff

Chief, Business Machine Service

Work Report for Week Ending 31 October 1956

1. The American Management Association film strip covering Integrated Data Processing and the application of computing equipment, was shown to two groups of individuals from various components of the Agency. The film has received the highest praise from all who saw it. It is scheduled to be shown to large groups within the Agency components listed below:

| Component                 | Date                  |
|---------------------------|-----------------------|
| Office of the Comptroller | 7 November 3 P.M.     |
| SSA/DDS                   | 8 November 3 P.M.     |
| Office of Personnel       | 14 November 2:30 P.M. |

2. Proposal to apply Flexewriter machines for the automatic preparation of supply requisitions, Invitations to Bid, Purchase Orders and Receiving Reports was approved by the Director of Logistics. Two Flexewriters will first be purchased and applied to the writing of requisitions, Invitations to Bid, and Purchase Orders. The Business Machines Service will assist members of the Logistics Office in installing the system.

3. A demonstration of American Business Systems' "Snapshot Automatic Feeder" was held in the Management Office for members of the Office of Personnel and RI/DDP. This device automatically feeds sets of one-time carbon forms directly into any typewriter. Arrangements have been made for a loan of the device so that it may be tried out by the Office of Personnel for feeding sets of Form 50 and by RI/DDP for feeding sets of Manifests.

4. Four preproduction units of the 3 M Company's micro-film "Viewer-Reproducer" are now being tested by OOR, RI/DDP and OO/FID. Mechanical difficulty developed in the paper feeding device and has been corrected. The laboratory-made paper was found to be imperfect and prints obtained from this paper faded in a matter of hours. It was found that one important ingredient had been omitted when the paper was made. New paper is now being prepared for delivery next week. The test will continue for another four weeks. Valuable information for the manufacture of production models is being taken from these tests.

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5. Standards for Micro-filming documents are being prepared by  
Mr. [REDACTED]. When the standards are ready for distribution to  
components operating micro-film equipment a direction from the DD/S  
to place the standards in effect will be requested.

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